GRADUATE SCHOOL
Harold Durst Graduate Research Award Application

For Academic Year 2013-2014
Deadline: October 3, 2014

Graduate students completing the thesis/dissertation option for a graduate degree program are eligible to compete for an award amount up to $900. The award may be used to provide financial support for creative activities or research necessary for the completion of a thesis/dissertation. Funds shall not be used to cover the cost of typing or binding the thesis. Incomplete proposals will not be considered for the award. It is the student’s responsibility to make sure proposals are complete.

Applicants must prepare a proposal in accordance with the attached guidelines (approved by the Graduate Council in Spring 2005).

Please complete the information below and submit your proposal with this form attached.

Name _______________________________ Student Identification Number________________
Address ______________________________________________________________________
E-mail address_____________________________Telephone____________________________
Graduate major _________________ Graduate concentration (if applicable)________________
Overall grade point average: Undergraduate ___________________ Graduate________________
Date of admission to graduate program ______________________________________________
Date of expected completion of graduate program______________________________________

Return completed form with proposal to: Harold Durst Graduate Research Studies Committee
Graduate School - Campus Box 4003
Emporia State University
Emporia, KS  66801

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HAROLD DURST GRADUATE RESEARCH AWARD
PROPOSAL PREPARATION GUIDELINES

Please use the following format, which includes the various elements that are important for proposal evaluation. Your format may vary slightly to best describe your proposed project; however, it is to your benefit to label the components as they are listed below. Note that individuals outside of your discipline will review and evaluate your proposal; therefore, technical jargon should be avoided and proposals should be written as clearly as possible. Proposals are to include page numbers and are not to exceed ten pages, excluding the vita.

I. Introduction
Describe in general terms what you want to accomplish, such as hypotheses to be tested, creative object to be produced, or other appropriate introduction to the work proposed. Here and throughout the proposal avoid technical jargon and explain what you propose to do in plain English. Committee members who are not experts in your field will evaluate it. Any ambiguity in your proposal is likely to result in a less favorable evaluation.

II. Background
Provide a short review of the relevant literature to acquaint readers with the current state of knowledge in the field. If applicable, review your own previous work in the field.

III. Significance of Proposed Work
Explain how your project will complement existing knowledge. How is it particularly significant or important? Note: you are marketing your idea—it is your job to convince the committee of the significance of your work. Remember, faculty who are not experts in your field will review your proposal.

IV. Methodology
Provide an overall description of the research or creative methods for the proposed project. Include details of the design, data collection, and analysis. Include a timetable for accomplishing specific tasks. If a survey or questionnaires will be used in the project, a copy or preliminary draft must be attached. If the project involves the use of animal or human subjects, attach a copy of your application to the Institutional Review Board for Treatment of Human Subjects or the Animal Care and Use Committee. (Final approval by the Review Board is not required at this stage.)

V. Expected Outcomes
State whether the completed work or artistic product will lead to publication, exhibition, or performance. Identify specific journals to which you may submit a manuscript, or where you might exhibit or perform this work.

VI. Literature Cited
List references in a format appropriate for your discipline.
VII. Budget
   Itemize allowable expenses and, for requests such as travel and supplies, clearly explain how you arrived at the amount requested.

VIII. Vita
   Attach a c.v. of no more than two pages.